

Painter (T)

Painter

HR Specialist (T)

HR Specialist

Voucher Examiner (PSU) - 6 positions (T)

Voucher Examiner (PSU) - 6 positions

Office Service Clerk

Computer Systems Analyst (T)

Computer Systems Analyst

FSN#2010/10 (T)

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-4; FP-AA, Trainee

OPENING DATE: March 5, 2010

CLOSING DATE: March 18, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post

“Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of high school (Mathayom 6) or equivalent; (2) One year’s direct experience in painting work as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to drive and possess a valid Thai driver’s license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND THAI DRIVER’S LICENSE.

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 18, 2010

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FSN#2010/10

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-5; FP-9

OPENING DATE: March 5, 2010

CLOSING DATE: March 18, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of high school (Mathayom 6) or equivalent; (2) Two years’ direct experience in painting work as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to drive and possess a valid Thai driver’s license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MARCH 18, 2010

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FSN#2010/21 (T)

HR Specialist

OPEN TO: All Interested Candidates

POSITION: HR Specialist, FSN-9; (Trainee) – After 1 year of successful performance, may be promoted to FSN-10

Or FP-5 (Steps 1 through 4) (Trainee) - After 1 year of successful performance, may be granted a step increase.

OPENING DATE: February 26, 2010

CLOSING DATE: March 11, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Steps 1 through 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of HR Specialist in its Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Human Resources (HR) Specialist in the Embassy Regional Human Resources Office. Works with the Regional HR Specialist, Supervisory HR Officer and two Regional HR Officers to administer the Locally Employed (LE) Staff Human Resources program for State and other US Government agencies in Thailand including the Consulate in Chiang Mai. Supports approximately 1,000 LE Staff, as well as LE Staff at three regional posts. Directly supervises five HR Assistants who administer all HR functions for LE Staff from recruitment to retirement, including data entry and verification of information, personnel actions and personnel management. Oversees the recruitment function for LE Staff, Official Residence Expense (ORE) and Mission Incentive Awards Programs. Directly assigned to provide full HR support to one regional Post (Dili, Timor-Leste) and travel to the assigned Post at least twice yearly.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Human Resources Management, Business Administration, Psychology, Communication or related field; (2) Three years of progressively responsible experience in personnel management and/or administration with at least one year administering HR program in a large organization; (3) Level IV (Fluency) in speaking/ reading/writing in English and Thai; (4) Must demonstrate ability to acquire a thorough knowledge of 3 Foreign Affairs Manual (FAM) & Foreign Affairs Handbook (FAH), Employee Handbook, CAJE regulations, Performance Management Guidelines, Post Management Instructions and Staff Notices related to FSN Personnel Administration and RHRO Standard Operating Procedures (SOP), as well as Thai Labor Laws and labor market; (5) Must be able to provide comprehensive management advisory and professional services on all HR related issues regarding the LE staff program; (6) Good working knowledge of Microsoft Office software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MARCH 11, 2010

FSN#2010/21

HR Specialist

OPEN TO: All Interested Candidates

POSITION: HR Specialist, FSN-10; FP-5 (Steps 5 through 14)

OPENING DATE: February 26, 2010

CLOSING DATE: March 11, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Steps 5 through 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of HR Specialist in its Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Human Resources (HR) Specialist in the Embassy Regional Human Resources Office. Works with the Regional HR Specialist, Supervisory HR Officer and two Regional HR Officers to administer the Locally Employed (LE) Staff Human Resources program for State and other US Government agencies in Thailand including the Consulate in Chiang Mai. Supports approximately 1,000 LE Staff, as well as LE Staff at three regional posts. Directly supervises five HR Assistants who administer all HR functions for LE Staff from recruitment to retirement, including data entry and verification of information, personnel actions and personnel management. Oversees the recruitment function for LE Staff, Official Residence Expense (ORE) and Mission Incentive Awards Programs. Directly assigned to provide full HR support to one regional Post (Dili, Timor-Leste) and travel to the assigned Post at least twice yearly.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Human Resources Management, Business Administration, Psychology, Communication or related field; (2) Three years of progressively responsible experience in personnel management and/or administration with at least one year administering an HR program in a large organization; (3) Level IV (Fluency) in speaking/ reading/writing in English and Thai; (4) Thorough knowledge of 3 Foreign Affairs Manual (FAM) & Foreign Affairs Handbook (FAH), Employee Handbook, CAJE regulations, Performance Management Guidelines, Post Management Instructions and Staff Notices related to FSN Personnel Administration and RHRO Standard Operating Procedures (SOP), as well as Thai Labor Laws and labor market, (5) Must be able to provide comprehensive management advisory and professional services on all HR related issues regarding the LE staff program. (6) Good working knowledge of Microsoft Office software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MARCH 11, 2010

FSN#2010/22 (T)

Voucher Examiner (PSU) - 6 positions

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-6; FP-8 (Trainee)

OPENING DATE: February 26, 2010

CLOSING DATE: March 11, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; (2) Six months of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
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CLOSING DATE FOR THE POSITION: MARCH 11, 2010

FSN#2010/22

Voucher Examiner (PSU) - 6 positions

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7

OPENING DATE: February 26, 2010

CLOSING DATE: March 11, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 34,324 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,003 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Accounting, Finance, or related field; (2) One year of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and

financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MARCH 11, 2010

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FSN#2010/23

Office Service Clerk

OPEN TO: All Interested Candidates

POSITION: Office Service Clerk, FSN-5; FP-9

OPENING DATE: March 5, 2010

CLOSING DATE: March 18, 2010

WORK HOURS: Full-time; 44 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Office Service Clerk in its Department of Homeland Security/Immigration and Customs Enforcement office, located at Sindhorn Building 12th FL Tower 2, 130-132 Wireless Road Bangkok, Thailand

BASIC FUNCTION OF POSITION:

Drives head of agency and VIP visitors. Transports official documents. Maintains official vehicles, surveillance equipment, computer system and office equipment. Surveillance equipment custodian and alternate evidence custodian.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school is required; (2) At least two years driving experience with at least one year clerical experience; (3) Level II (Limited Knowledge) speaking/reading/reading/writing English and Thai; (4) Ability to know the local area and what areas to avoid to expeditiously reach a destination in a timely fashion and must exercise judgement on the most appropriate and expeditious travel routes to accomplish mission; (5) Possession of a valid Thai drivers license is required; (6) Must be able to interpret the policies governing use and maintenance of investigative equipment, must be able to analyze problems with equipment and determine best method of repair and at times will perform the repair or seek the appropriate vendor for the repair.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 18, 2010

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FSN#2010/24 (T)

Computer Systems Analyst

OPEN TO: All Interested Candidates

POSITION: Computer Systems Analyst, FSN-10; FP-5 (Step 1 thru 4), Trainee

OPENING DATE: March 5, 2010

CLOSING DATE: March 18, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 42,948 per annum (minimum starting salary)
(Position Grade: FP-5 (Step 1 thru 4) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)
(Position Grade: FSN-9)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its Systems, Development & Maintenance Division, and Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Under the general supervision of the Systems and Programming Division Chief at the Global Financial Service (GFS) in Bangkok, the incumbent serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in computer science, information technology, or related field; (2) Three years of progressively responsible experience in computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Must possess a knowledge of the theory, concepts and practices of accounting and computing; (5) Must be able to accurately analyze computing processes and identify practices and procedures which require correction or modification.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 18, 2010

FSN#2010/24

Computer Systems Analyst

OPEN TO: All Interested Candidates

POSITION: Computer Systems Analyst, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: March 5, 2010

CLOSING DATE: March 18, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 48,338 per annum (minimum starting salary)
(Position Grade: FP-5 (Step 5 thru 14) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 760,852 per annum (minimum starting salary)
(Position Grade: FSN-10)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its Systems, Development & Maintenance Division, and Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Under the general supervision of the Systems and Programming Division Chief at the Global Financial Service (GFS) in Bangkok, the incumbent serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources

QUALIFICATIONS REQUIRED:

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Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in computer science, information technology, or related field; (2) Four years of progressively responsible experience in computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Must possess a knowledge of the theory, concepts and practices of accounting and computing; (5) Must be able to accurately analyze computing processes and identify practices and procedures which require correction or modification.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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